



United States Department of the Interior

OFFICE OF NATURAL RESOURCES REVENUE

P.O. Box 25165
Denver, Colorado 80225-0165

FEB 10 2015

Dear Reporter:

The Office of Natural Resources Revenue (ONRR) cordially invites you to attend any of the following oil and gas training sessions for 2015 listed below. ONRR does not charge for these training sessions. Agendas for the training sessions listed below are available at <http://onrr.gov/ReportPay/training/default.htm>. If you need training, register as soon as registration opens as courses fill up quickly.

Tulsa, Oklahoma

Dates:	March 10	PART I: Reporting Onshore Production and the Oil and Gas Operations Report (OGOR) (Form ONRR-4054)
	March 11-12	PART II: Reporting Royalty and the Report of Sales and Royalty Remittance (Form ONRR-2014)
	March 13	PART III: Billing and Federal and Indian Valuation
Location:	Double Tree by Hilton Hotel Tulsa – Warren Place 6110 S. Yale Avenue Tulsa, Oklahoma 74136	
Note:	Room block will be available. Hotel telephone number: 918-495-1000 We will be able to accommodate 120 people. The limit per company is two attendees.	

Houston, Texas

There will be two concurrent sessions in Houston to accommodate the large attendance.

Dates:	April 7	Session A-PART I: Reporting Onshore Production and the Oil and Gas Operations Report (OGOR) (Form ONRR-4054)
		Session B-PART I: Reporting Offshore Production and the Oil and Gas Operations Report (OGOR) (FORM ONRR-4054), and Production Allocation Schedule Report (PASR) (Form ONRR-4058)

Course Materials

A link to all course materials will be provided to registrants on the Wednesday prior to the first day of training at each location listed above. **Hard-copy materials will not be available.**

Training Registration

Registration for each training session will open three to four weeks prior to the training dates listed above. Do not register prior to the registration open date. To register, send us an email at reporter.training@onrr.gov and include the following information:

- Name
- Company
- Payor Code/Operator Number
- Telephone Number
- Email address
- Supervisor's Name, email address, and telephone number
- Training session you wish to attend
- Indicate which PART you will be attending: PART I, PART II, PART III, or ALL
- If attending the Houston, Texas training session, indicate Session A or Session B.
- If attending the Denver, Colorado training session, indicate which ONRR employee you would like to meet.
- If you need any special accommodations or auxiliary aids during training, please provide this information.

If you do not have internet access, you can register by calling 1-800-525-0309, extension 1-3318. The information required for registration is:

- Name
- Company
- Payor Code/Operator Number
- Telephone Number
- Email address
- Supervisor's Name, email address, and telephone number
- Training session you wish to attend
- Indicate which PART you will be attending: PART I, PART II, PART III, or ALL
- If attending the Houston, Texas training session, indicate Session A or Session B.
- If attending the Denver, Colorado training session, indicate which ONRR employee you would like to meet.
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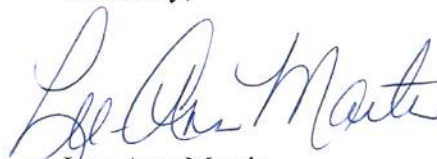
Once registered, you will receive an email confirmation. If you do not receive your confirmation within 72 hours, email ONRR at reporter.training@onrr.gov.

If an emergency arises where you will not be able to attend, notify ONRR as soon as possible. Your company may send someone else in your place; however, the same registration information as noted above will be required in addition to the name of the individual they are replacing. If no name is provided, your spot will be offered to the next person on the waiting list. Supervisors will be notified of no-shows.

Training is provided to you at no charge except for your own travel and related expenses. Please note that these training sessions do not cover topics related to solid minerals or geothermal.

If you have any questions or need additional information on these sessions, contact Ms. Mary Dietrick at 1-800-525-0309, extension 1-3318 or 303-231-3318.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lee-Ann Martin".

Lee-Ann Martin

Manager, Reporting and Solid Minerals Services